

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible administrative positions, the primary responsibility of which is assisting the Police Chief in managing all law enforcement and support activities of the department. An employee of this class may be required to perform the duties of the Police Chief in the Chief's absence. Incumbents may be assigned either as executive officer in charge of patrol, investigations, and administrative services or may be assigned as head of support services, responsible for communications, records, jail, and community relations. As one of the chief officers of the department, employees of this class perform assigned duties with a high degree of independence, reporting directly to the Police Chief, who reviews the work of this class. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of an assigned group of divisions within the department. May be assigned to perform the duties of the Police Chief in the Chief's absence. Assists the Police Chief in planning, directing, and supervising the operations of the department. Recommends management policies, goals, and objectives for the department. Assists in the research, planning, and directing of the comprehensive activities and programs of the police department. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Assists in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with applicable standards. Drafts new directives.

Insures that all department personnel policies conform to EEO regulations. Assists in developing personnel recruitment and selection programs. Interviews prospective employees and makes recommendations for hiring. Investigates various complaints, particularly those involving department personnel and formulates a recommendation for reply to the complaint.

Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol,

traffic control, accident investigations, criminal investigations, special investigations, special operations, operations of the jail, information services, communications and records reporting. Takes personal charge of major cases where unusual or difficult problems of police operation and procedures become apparent. Develops and effectuates plans for effective patrol of the city, particularly in areas and periods of high crime incidents. Develops and maintains methods and procedures to provide for the receipt of information concerning violations of the law both before and after such violations occur.

Provides for the accounting for money and assets of assigned police department divisions. Gathers information for and assists in preparing the departmental operating budget and operates within it. Authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget.

Provides for the collection, filing, storing, and recording of all types of records and reports used by the police department, including traffic, criminal, personnel, financial and budgetary. Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle needs of assigned divisions.

Serves as department representative to meetings of civic and professional groups to give reports, offer advice, or make recommendations. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Cooperates with and aids other law enforcement agencies. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Supervises and reviews the work of subordinate department employees. Holds meetings for the purposed of receiving reports and disseminating information. Instructs subordinate officers as to methods, procedures, and policies. Discusses their work performance with subordinates. Writes employee evaluation reports. Maintains discipline by conducting corrective interviews, recommending disciplinary action, and carrying out disciplinary action as directed by the appointing authority.

Manages the general care, maintenance, and use of all department equipment, vehicles, and property. Maintains an inventory of supplies and equipment, and oversees the disbursement of these. Recommends the purchase of needed equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Bossier City Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the Bossier City Police Department.

BC	09-09-65	09-19-91
Rev	11-12-73	11-07-91
	05-12-75	12-03-92
	09-07-77	11-09-94
	12-13-78	04-26-01
	04-12-82	11-04-04
	08-18-88	08-22-07
		05-18-11